



**OFFICIAL MEETING MINUTES  
SOUTH AREA FIRE & EMERGENCY RESPONSE DISTRICT  
Board of Directors Regular Meeting  
Tuesday, August 23, 2016 @ 6:30 P.M.**

**A. Call to Order**

The regular meeting of the South Area Fire and Emergency Response District Board of Directors was called to order at 6:35 PM by SAFER Chairman Allen Opall.

**MEMBERS PRESENT** – Opall, White, Ermeling, Langenhahn and Kachel. Chief Savage, DC Finke, EMS Division Chief Bechel, Administrator Rhoden, Administrator Guild, Finance Director Jacobs were also in attendance. No audience members were present.

**B. Correspondence/Comments from the public on issues related to the SAFER District**

There was no public comment or correspondence.

**C. Consent Items**

Approval of prior meeting minutes from July 12, 2016.

*White/Kachel to approve prior meeting minutes from July 12, 2016.* Motion carries unanimously.

**D. Business Items**

**Approve fy2017 budget and financial plan**

This item was for discussion only. Chief Savage asked to discuss the fiscal agent bid first. After discussing the fiscal agent bid and strategic plan, Chief Savage presented and reviewed a detailed budget and financial plan for 2017.

**Review bids for fiscal agent**

Chief Savage presented and reviewed a proposal from Wipfli to be SAFER's fiscal agent. The proposal does not include HR; HR would be handled by Chief Savage and DC Finke. ADP will continue to be the time keeping/payroll source. Initially, Wipfli will come to the office a few hours a week to take care of budgetary expenses. Staff will take over those duties when they have a better understanding of how. *White/Kachel to approve obtaining a formal contract from Wipfli.*

*Q: Ermeling asked to inquire about modifications to some of the charges.* Motion carries unanimously. DC Finke asked to discuss the strategic plan under Item E next.

**Approve revisions to SAFER Charter**

This will be reviewed at a joint meeting with members of the Town of Rib Mountain Board and Village of Weston Board of Trustees on August 30, 2016.

**E. Staff Reports**

Report from Fire Chief

a) Strategic Plan

DC Finke presented a brief overview of SAFER's 5-year strategic plan. He touched on several points to help with the safety and wellbeing of members. He also touched on training strategies, recruiting and retention of members.

Savage reported on a meeting he had with NTC regarding training. The discussion moved to Item D, fy2017 budget and financial plan.

Report from Administrators

None

**F. Remarks from the Board of Directors to set the next meeting date, as well as discuss items for the next meeting agenda** (No motions will be made, and no action will be taken related to policy affecting SAFER as a result of this agenda item): Next meeting to be held on Tuesday, August 30. This will be a joint meeting with SAFER Board of Directors, Town of Rib Mountain Board and Village of Weston Board of Trustees.

**G. Adjourn**

*Langenhahn/Kachel to adjourn at 8:27 p.m.* Motion carries unanimously.